

HOPI RESOURCE ENFORCEMENT SERVICES

RANGE LAW ENFORCEMENT OFFICER I

INTRODUCTION: This position is responsible for patrolling assigned areas to enforce laws and ordinances, regulate traffic, control crowds, prevent crime, arrest violators and provide education to individuals in area of responsibility. This is an entry-level position.

<u>DUTIES</u>: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

- 1. Participates in classroom instruction and on-the-job training in law enforcement methods, police rules and policies, the use of firearms/weapons, rules of evidence, first aid, rescue operations, traffic directions and control; learns investigative techniques, techniques for preparation of written reports; operation of telecommunication equipment and identifying, inspecting and impounding livestock; reads and studies instructional or informational material in order to achieve working knowledge; prepares for and takes written and physical tests to prove knowledge and skill levels; receives field training from certified Field Training Officer (FTO) utilizing and applying knowledge from classroom work; receives evaluations from FTO to track progress; obtains certification upon meeting AZPOST established minimum standards and passing required examination.
- 2. Administers First-Aid/CPR techniques as appropriate.
- 3. Performs other duties as assigned or authorized to achieve office goals and objectives.
- <u>COMPLEXITY</u>: The work includes varied duties requiring many different and related processes and methods. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and incomplete or conflicting data. The work requires the incumbent to utilize a high amount of initiative, ingenuity, resourcefulness and sound judgment in handling tasks and assignments or refining the methods and techniques to be used.
- SUPERVISION RECEIVED: The incumbent is under supervision and line authority of the Patrol Sergeant. The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instruction for new, difficult or unusual assignments including suggested work methods. The incumbent uses initiative in carrying out recurring assignments independently without specific instructions but refers deviations, problems or unfamiliar situations to the supervisor for assistance. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures.
- <u>PERSONAL CONTACTS</u>: Contacts are with employees within/outside the immediate work area, other related agencies, livestock owners and the general public. The purpose of these contacts is to exchange factual information, provide assistance/protection and establish a cooperative network of services. Incumbent may be exposed to hostile conditions both within the villages or out on the range, depending upon the situation.
- PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The nature of this position represents a potential hazard to one's health and safety. Travel by foot, automobile and horseback coupled with climbing, hiking and running depending upon the situation. The incumbent will be required to carry a firearm and may be called upon to assist and support the general public and other law enforcement agencies. The incumbent may be required to lift heavy objects weighing in excess of 50 lbs. The incumbent shall be available for duty 24 hours a day and will be exposed to varying weather conditions requiring the incumbent to wear protective clothing and gear. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education: High school diploma or G.E.D. certificate;

AND

B. Experience : No experience necessary;

OR

- C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.
- 2. Required Knowledge, Skills and Abilities:
 - A. Knowledge:
 - Some knowledge of law enforcement procedures
 - Knowledge of First-Aid & CPR
 - Knowledge of livestock identification
 - Knowledge of laws pertaining to livestock
 - Knowledge/experience in pulling a 14-20 gooseneck stock trailer
 - B. Skills
 - Good verbal and written communication skills to compose correspondence, reports and conduct public presentations
 - Good human/public relations skills
 - C. Abilities
 - · Ability to follow verbal and written instructions
 - · Ability to meet the physical demands of law enforcement work
 - Ability to establish and maintain professional working relationships with others, employees, departments, ranchers, other agencies and the public

NECESSARY SPECIAL REQUIREMENTS:

- 1. Possess valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
- 2. Complete/pass a background investigation and fingerprint check in accordance with Hopi Tribal policy.
- 3. Complete/pass a polygraph examination.
- 4. No felony convictions.
- 5. No court case pending (excluding minor traffic violations and civil cases that do not involve domestic violence) within the past twelve (12) of application.
- Must meet AzPost minimum requirements for Peace Officer Certification.

REVIEWED BY:	Will Vicent	11/27/05
***************************************	Department/Office Hiring Authority	Date
APPROVED BY:	J. Vit	11.32.05
Appendix and a second a second and a second	Personnel Director	Date

Range: 30